CM/ECF
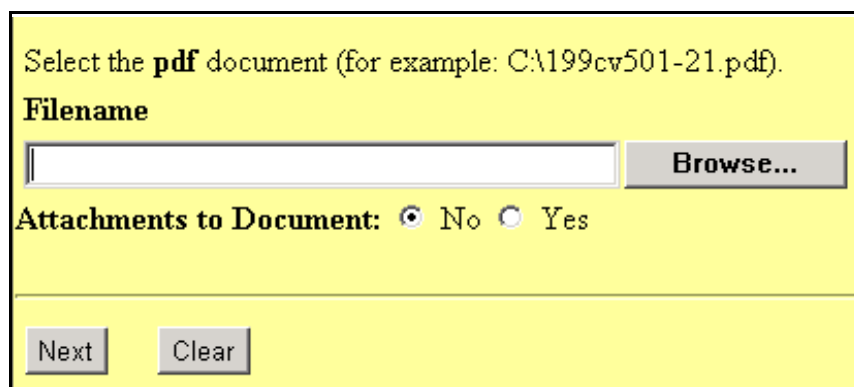## STANDARDIZED PROCEDURES
FOR FINDING AND ATTACHING PDF DOCUMENTS
[ATTORNEY USERS]

1. The system will display the **pdf document** screen. The **pdf document** screen is used to associate a PDF file/document with the docket entry being docketed (see Figure 1).


Figure 1 - pdf document screen

2. There are two ways to locate and associate a pdf document with the docket entry being docketed.

    a. You can either enter the path and filename of the document with the .pdf extension, if you know it, in the **Filename** box. For example:

        P:\TRAINING\PDF\Civil Cases\2000\00-cv-1028 Complaint

        or

    b. You can find the pdf document within the network directory structure. To find the pdf document within the network directory structure:
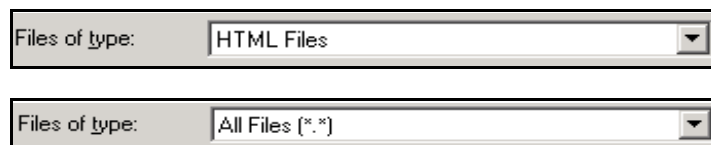
i.   Click the **[Browse...]** button to begin searching for the pdf
        document file name.

ii.   The system will display the **File Upload** screen (see Figure 2aii).
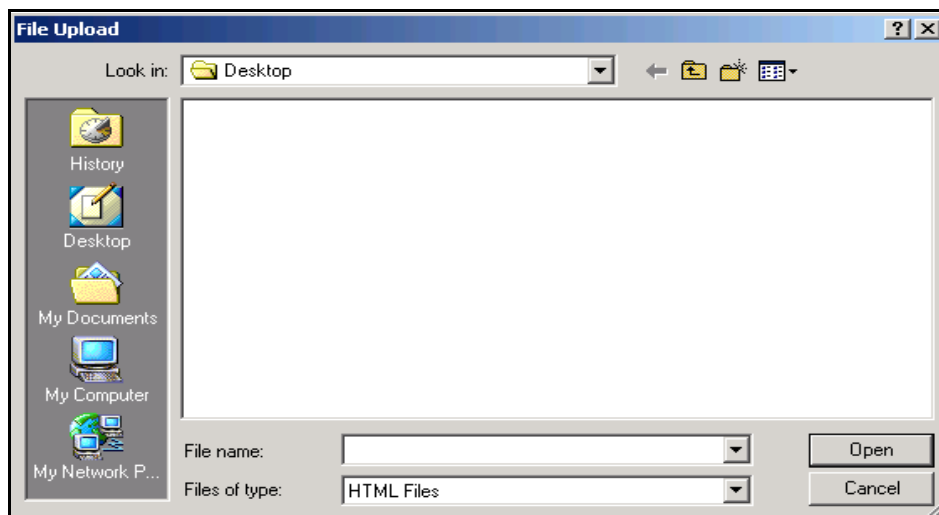

Figure 2aii - File Upload screen

iii.   Click on the down arrow and change the **Files of type:** box at
        the bottom from HTML Files to **"All Files (*.*)."** (see
   Figures 2aiii) All files including the   .pdf files will be
        displayed.

Figures 2aiii - Files of type box

iv.   Navigate to the appropriate network directory where the PDF document is located. To navigate the network directory structure, click on the down-arrow to the right of the **Look in:** box, either double click on any directory icon to go down the directory structure, or click on the up-arrow directory icon, to go up the directory structure. (see Figures 2iv)
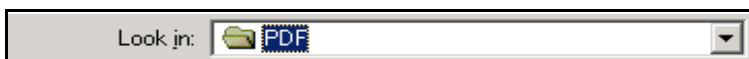
Figure 2iv - Look in box
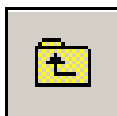
Figure 2iv - Up-Arrow Directory Icon

v.   Locate the PDF document you wish to associate with the docket entry being docketed. Highlight the PDF document by clicking on the document, to upload to CM/ECF.

vi.   View the PDF document that you have selected. Right mouse click on the highlighted document name. The **File** menu (see Figure 2vi) will be displayed.

vii.   Left mouse click on the word **Open**. **Adobe Acrobat** or **Adobe Acrobat Reader** will launch and open the PDF document that you selected. You **must** view the document and verify that it is the correct document.
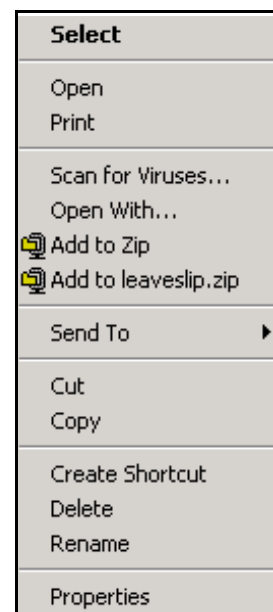
Figure 2vi - File menu

viii.   If this is **not** the correct document, close the **Adobe Acrobat** or **Adobe Acrobat Reader** if it is open by clicking the **X** in the top right corner. Navigate to a different directory, if necessary, and open another pdf document, until you find the correct pdf document.

ix.   If this is the correct document, close **Adobe Acrobat** or **Adobe Acrobat Reader** if it is open by clicking the **X** in the top right corner, then click the **[Open]** button on the **File Upload** screen (see Figure 2aii). This will return you to the **pdf document** screen. CM/ECF will insert the PDF document name and location in the **Filename** box on the **pdf document** screen (see Figure 2ix).

Select the **pdf** document (for example: C:\199cv501-21.pdf).
Filename

H:\PDF DOCUMENTS\COMPLAINT.PDF   Browse...

Attachments to Document: ⊙ No ○ Yes

Next   Clear

Figure 2ix - pdf document screen

c.   Below the **Filename** box will be the prompt **Attachments to Documents:**. If there are **no** attachments to the document being docketed, leave the **No** radio button checked. Click on the **[Next]** button to continue.

NOTE: In the event you selected and highlighted a document that is **not** in the PDF format, CM/ECF will display the following error message:

ERROR: Document is not a well-formed PDF document (no further information available).

CM/ECF will **not** permit you to associate a file with the document being docketed that is **not** in PDF format. Click the **[Back]** button. CM/ECF will return you to the **pdf document** screen. Repeat Step 2.

d.   If there are attachments to the document being docketed then:

i.   Click the **Yes** radio button.

ii.   Click the **[Next]** button to continue

iii.   The **Attachment** screen (see Figure 2diii) will be displayed.

Motions

1:02-cv-02000-HB Austen v. Goldmsith

Select one or more attachments.
1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename

[   ] [Browse...]

2) At your option, select a document type and/or enter a description.
Type   **Description**
[▼]   [   ]

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

[   ] [Add to List]

          [Remove from List]

[Next]

Figure 2diii - Attachment screen.

```
CM/ECF
STANDARDIZED   PROCEDURES
FOR FINDING AND  ATTACHING  PDF
DOCUMENTS
[  ATTORNEY  USERS  ]
```

iv.   If you know the path and filename of the attachment document with the .pdf extension, then enter the path and filename in the **Filename** box.

v.   If you do **not** know the path and filename of the attachment document, then find the attachment document within the network directory structure. Click on the **[Browse...]** button to search for the document file name of the attachment. Follow the same procedures as in Step 2b. This time however, locate and associate the attachment document with the docket entry being docketed.

vi.   Next to the **Type** box, click on the down arrow, and CM/ECF will open a pull down screen. Highlight and click on the type of attachment from the displayed selection: **Affidavit**, **Appendix**, **Civil Cover Sheet**, **Errata**, **Exhibit**, **Supplement**, **Text of Proposed Order**.

vii.   To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.

viii.   Click on the **[Add to List]** button to add the attachment to the list.

NOTE: In the event you selected and highlighted a document that is **not** in the PDF format, CM/ECF will display the following error message:

ERROR: Document is not a well-formed PDF document (no further information available).

CM/ECF will **not** permit you to associate an attachment with the document being docketed that is **not** in PDF format. Click the **[Back]** button. CM/ECF will return you to the **Attachment** screen. Repeat Steps 2diii - 2dviii.

ix.   If you need to remove the attachment from the list, then click on the **[Remove from List]** button.

x.   If you have additional attachments Repeat Steps 2diii - 2dviii.

xi.   After adding all of the desired attachments, click on the **[Next]** button **AND CONTINUE THE DOCKETING OF YOUR EVENT**.

CONTINUE   THE DOCKETING OF YOUR EVENT